




THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

November 11, 2004

MEMORANDUM TO: DEPARTMENTAL OFFICERS
HEADS OF OPERATING ADMINISTRATIONS
DIRECTOR, BUREAU OF TRANSPORTATION STATISTICS
CHAIRMAN, SURFACE TRANSPORTATION BOARD

FROM: Norman Y. Mineta 
SUBJECT: DOT Migration to Federal Personnel and Payroll System (FPPS)

I am extremely proud of the Department of Transportation's (DOT) accomplishments related to the President's Management Agenda (PMA). To achieve four "green" scores in last quarter's rating was tremendously gratifying. This result is clearly indicative of the desire of people in this Department to continue to make improvements to better serve the taxpayer.

One of the PMA initiatives which is a continuing focus for us is *e*-Payroll. As many of you know, work is underway to move our payroll services to the Department of the Interior's National Business Center (NBC). This change in payroll provider also requires that we replace our current Human Resources systems with NBC's Federal Personnel and Payroll System (FPPS). We are on target to make this move in two phases. In April 2005, all Operating Administrations (OA) except the FAA will transition to NBC. The FAA will follow by moving to FPPS in October 2005.

This move has been a true collaborative effort between NBC and DOT's payroll and Human Resources experts. Every OA in DOT has been involved by providing both people and funding support. Moving both payroll and human resource systems is a complex effort, and I appreciate not only these efforts but the many other activities that have been undertaken to modify business processes, revise data needs, participate in training and adapt to new systems.

As we approach key mileposts in this effort, it is important that we work through any issues and continue to press forward to ensure that we adhere to the schedule noted above. We cannot achieve a successful outcome if we fail to meet key deadlines and deliverables. I am personally committed to DOT's successful management of the program and timely implementation.

We will make every effort to keep all DOT employees informed of key deadlines and activities as we approach them. When additional efforts are necessary, we will provide as much prior notice as possible. In addition, we are making significant efforts to inform all DOT employees of this endeavor (see the FPPS website at (<http://payroll.dot.gov/cups/html/fppshome.html>) and to ensure that we meet our salary payment obligations.

Thank you for your efforts to date and I look forward to your continued support.